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CADD™-Solis Administrator Initial Software Setup Guide

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For use with the CADD™-Solis Medication Safety Software Administrator 3.1 and CADD®-Solis 3.0 pumps.

This information is provided to you as a guide. For more detailed information, refer to the CADD™ -Solis Medication Safety Software Installation and Technical Manual, the CADD™ -Solis Medication Safety Software – Administrator 3.1 help menus, and the CADD®-Solis v3.0 Ambulatory Infusion Pump Operator's Manual.

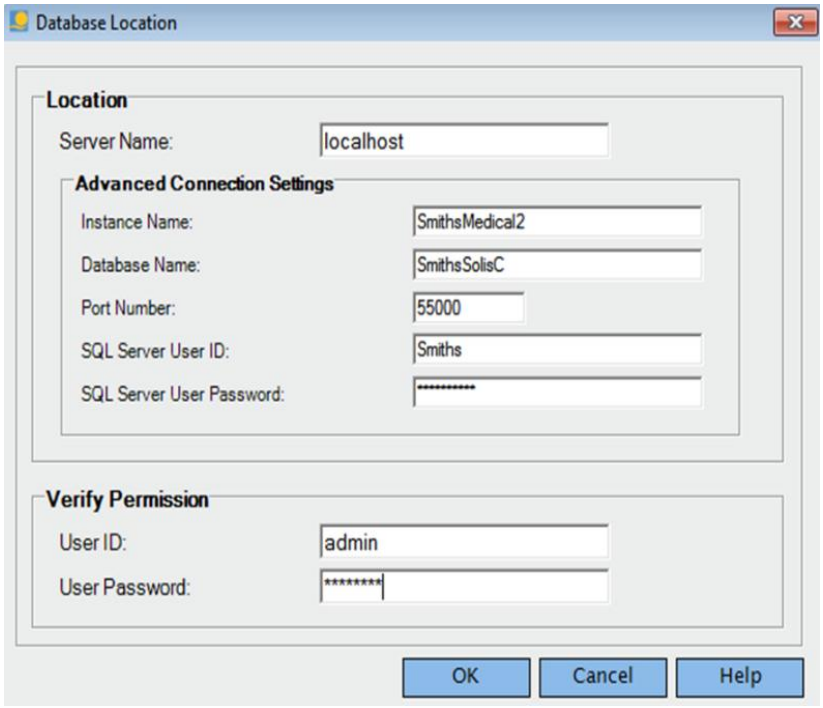
INITIAL SOFTWARE SETUP

Once you have successfully installed the software, use the following section as a guide for initial setup of the CADD™-Solis Database and Administrator application ***NOTE:*** *The database location can only be changed AFTER installation of the software.*

Establishing a Database Connection

The CADD™-Solis Administrator software requires that a database connection is configured before a user can log in. This section provides initial setup instructions for entering the database connection settings (on a local pc, NOT on a facility's server) and logging into Administrator using the default *admin* account.

Note: If connecting the database to a server, contact your facility's system administrator (e.g. IT specialist or pharmacy/software administrator) to obtain the *Server Name* and *Advanced Connection Settings* that you will need to connect the database to your facility's server.



1. Launch the CADD™-Solis Administrator application and then go to **Settings > Database Location**.
2. In the *Server Name* field, type **localhost**. **Note:** Please never put *localhost* in the server name during the initial installation. Only put the local host computer name or actual server name if there is one. After the install however, you can enter *localhost* if the database was installed locally.
3. Default database settings are provided under the *Advanced Connection Settings*; do not change any of these settings unless told to by your system administrator (i.e. in order to connect to your facility's server).
4. Within the *Verify Permissions* area, enter the default *User ID* and *User Password* (**admin**, **password**).
5. Click **Ok**. A message displays to confirm successful database connection. You should now be able to log in using the default admin account (**admin**, **password)**.

Change User Password

Users do not need to be logged in to change their passwords. **Note:** There is no password retrieval for the admin User ID; be sure to store the changed password in a secure location outside of the application.

1. From the menu bar, select **Settings** > **Change User Password**.
2. Enter the User ID, old password, new password, and confirm new password.
3. Click **OK.** A message is displayed to confirm that the password has been changed.

Pump Selections

The pump selections determine for which pumps Protocol Libraries can be created and sent to. Pump selection are made during the initial software installation, but can be modified after installation by a user with the *Protocol Administrator* permission. **Note:** If the CADD™-Solis Database is connected to your facility's server, changes made by the software administrator will carry over.

1. From the menu bar, select **Settings** > **Pump Selections**.
2. Verify that only the **CADD®-Solis Pump** is selected.
3. Click **OK** to save or **Cancel** to exit without saving.

Administrator Auto Logout

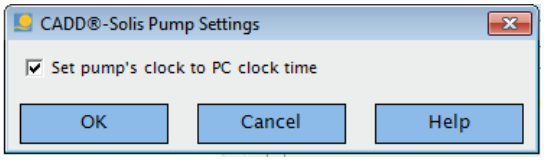
Users will be logged out of the software application automatically if it has been idle for a specified amount of time. This setting can be modified by a user with the *Protocol Administrator* permission. **Note:** If the CADD™-Solis Database is connected to your facility's server, changes made by the software administrator will carry over.

1. On the menu bar, select **Settings** > **Administrator Auto Logout**.
2. Select the amount of time *(1 – 30 min)* the application can be idle before the user is logged out automatically.
3. Click **OK** to save or **Cancel** to exit without saving.

IMPORTANT: *To prevent unauthorized access to the application and the Protocol Libraries, users should log out manually when not using the application by clicking the* ***Log Out*** *button.*

CADD®-Solis Pump Settings

You can choose to allow the software to set the pump's clock to the local PC date and time during pump communications (pump MUST be on the home screen during pump communication for this to work). **Note:** If the CADD™-Solis Database is connected to your facility's server, changes made by the software administrator will carry over.



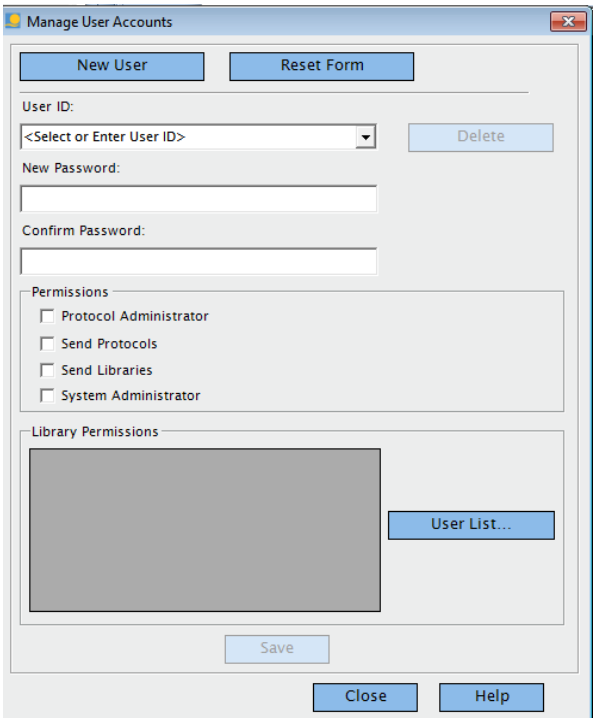
1. From the menu bar, select **Settings** > **CADD®-Solis Pump Settings**.
2. Place a check in the checkbox next to **Set pump's clock to PC clock time**.
3. Click **OK** to save or **Cancel** to exit without saving.

MANAGE USER ACCOUNTS

Users with System or Protocol Administrator permission can create and administer user accounts and set user application permissions and access to Protocol Libraries. User accounts can also be removed.

Create or Modify User IDs

1. From the menu bar, select **Settings** > **User Accounts** > **Manage User Accounts**.
2. To add a new user, click the **New User** button or to modify an existing user, select their User ID from the list.
3. If creating a new user, enter the **User ID**, **Password**, and **Confirm Password** for the user. The User ID and password must each contain a minimum of three alphanumeric characters (letters, numbers, or a combination of both). Users can use the *Change User Password* feature later to change their passwords.
4. Place a check next to the permission(s) you wish to assign to the user account (see section below on *User Permissions*).
5. If Protocol Libraries have been created, the list of libraries is displayed in the *Library Permissions* box. To grant the user access (e.g. Biomed) to a Protocol Library, click to place a check next to the library to which you want to give the user access.
6. When finished, click **Save** and then **Close**.



User Permissions

Permission	Capabilities	
Protocol Administrator	• Select pump applications. • Access log and pump reports. • Manage user accounts and library permissions. • Export users, Protocol Libraries, and usage logs.	• Create, save, and delete Protocol Libraries. • Update and restore Protocol Libraries. • Set Administrator auto logout. • All Send Protocols and Send Libraries capabilities *(described below).*
Send Protocols	*Not applicable if using Administrator to send a library to a CADD®-Solis pump.*	
Send Libraries	• Send a Protocol Library to a pump. • Upload pump history from a pump into the software via Get History.	• Access pump reports via Get History.
System Administrator	• Connect to a database/library. • Manage user accounts and library permissions. • Export and Import users, Protocol Libraries, and usage logs.	• Archive data. Backup and restore database. Import data from a version 2.0 database. • Get or Send a Pump ID from/to a CADD-Prizm® PCS II pump.